



## **JOB DESCRIPTION**

Position Title: **Certified Tradesworker**

Working Area: **Facilities Maintenance**

Class Code: 3300

Non-Exempt

EEO Code: 07

Effective Date: August 29, 2002

\*\*\*\*\*  
\*\*\*\*\*

### **Major Function**

Technical and supervisory work responsible for planning, assigning, and supervising the work of skilled tradesworkers, technicians, and helpers engaged in the activities of the assigned area.

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Plans, schedules, assigns, coordinates, and supervises the work of one or more crews engaged in skilled trades work.

Work may involve administrative duties, as well as construction, renovations, and maintenance or repair functions. Performs preventive maintenance tasks as required or by maintenance schedule.

Prepares cost estimates and time requirements for various projects to be completed. Identifies materials needed to complete project and submits appropriate requisition to obtain materials. Identifies occupational hazards and safety precautions applicable to assigned tasks.

Performs other duties as assigned or as may be necessary.

### **Minimum Qualifications**

Extensive knowledge of several specified trades skills including the methods, tools, and materials utilized in maintenance, renovations, and construction. Knowledge of occupational hazards and safety procedures.

High School Diploma or GED and five (5) years of progressively responsible experience in one or more of the following areas: plumbing, electrical, carpentry, or painting, to include two (2) years of supervisory experience. Positions in H.V.A.C. area require five (5) years' experience in commercial refrigeration (heating, ventilation, and air conditioning).

Must possess and maintain a valid Florida Driver's License.

Licenses required depending upon assignment:

Electrical – Journeyman Level

Plumbing – Journeyman Level

Carpentry – Journeyman Level

H.V.A.C. – Class B

*A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

### **Working Conditions**

May often work in the areas where construction is present, or outdoors in all types of weather conditions. May be exposed to dust, dirt, noise, vapors and fumes found in construction environments. Physical requirements require incumbent to climb ladders or scaffolding and to carry materials weighing in excess of 50 pounds. Incumbents may be required to perform duties requiring standing,

stooping, bending or exposure to high noise levels. Incumbents must follow safety procedures carefully due to frequent use of electrical and mechanical equipment.